

BOARD OF VOCATIONAL REHABILITATION



DEPARTMENT OF HUMAN SERVICES
DIVISION OF REHABILITATION SERVICES
221 South Central Avenue
Pierre, SD 57501
(605) 945-2207 (Voice or TDD)

MEMORANDUM

FROM: Board of Vocational Rehabilitation

DATE: November 9, 2007

SUBJECT: Nomination for Governor's Awards

The Board of Vocational Rehabilitation (BVR) is seeking your assistance in making nominations for the Governor's Awards. Please circulate the enclosed nomination forms to others, including people in your office, organization or association, and encourage them to nominate those who are deserving of such recognition. An outline of the nomination process is attached to assist you with making nominations.

The Governor's Awards Luncheon will be held Tuesday, March 4th, 2008 at the Best Western Ramkota Inn in Pierre in conjunction with the MidWinter Conference, which is hosted by the Divisions of Rehabilitation Services and Service to the Blind and Visually Impaired. Every effort will be made to have the Governor available to present the awards but due to his busy schedule his attendance cannot be guaranteed.

Thank you for your time and effort in supporting this awards program, which recognizes South Dakotans for their contributions to the rehabilitation and employment of people with disabilities. If you should have any questions, please feel free to contact BVR staff at 945-2207 or 1-800-210-0143.

**2008 GOVERNOR'S AWARDS
NOMINATION PROCESS**

1. Any interested individual, agency or organization may submit nominations.
2. Nomination forms are available from the Board of Vocational Rehabilitation by calling 945-2207 or 1-800-210-0143, or by visiting the Department of Human Services home page: <http://dhs.sd.gov/>
3. Nominations should be typed or printed legibly. The enclosed nomination forms may be photocopied. Nomination forms must be complete. Please limit supportive material(s) to 5 pages (i.e., letters of support). All materials should be copied or reproduced on 8 ½ X 11 paper. Do not submit video or audiotapes. Faxed copies will not be accepted.
4. To be considered for an award, nominations must be postmarked by Friday, December 14, 2007.
5. Members of the Board of Vocational Rehabilitation will judge the nominations and their recommendations are forwarded to the Governor's Office for final approval.
6. Please call BVR staff at 1-800-210-0143 if assistance is needed in completing the application.
7. Please submit nominations to:

Board of Vocational Rehabilitation
221 South Central Avenue
Pierre, SD 57501

Nominations Due: Friday, December 14, 2007